

CANDIDATE INFORMATION GUIDE



**ALEA TROOPER, TRAINEE
60670**

WRITTEN EXAMINATION

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TABLE OF CONTENTS

I.	INTRODUCTION.....	3
II.	JOB PREVIEW.....	3
III.	THE EXAMINATION	3
IV.	HOW THE WRITTEN EXAMINATION WAS DEVELOPED.....	4
V.	WHAT TO DO BEFORE YOU COME TO TAKE THE EXAMINATION...8	
VI.	HOW TO PREPARE USING THIS GUIDE	10
VII.	BANDED SCORING	11
VIII.	GENERAL QUESTIONS	14
IX.	SAMPLE TEST QUESTIONS	16
X.	CONTACT INFORMATION	20

I. INTRODUCTION

A written, multiple-choice examination is being given in order to establish a register for the classification of ALEA Trooper, Trainee. The purpose of this guide is to help you prepare for the written exam and to provide information to you about the general hiring process. Since all the material you will need to take the exam will be provided at the test administration, you will not be allowed to bring this booklet to the exam with you.

II. JOB PREVIEW

Effective January 1, 2015, there was a statewide law enforcement merger; this merger combined law enforcement positions from numerous different state agencies and created the Alabama Law Enforcement Agency (ALEA). The former Alabama Department of Public Safety was the largest agency affected by this merger and was the agency that used the classification of Trooper. The previous entry-level classification of Trooper has been replaced with ALEA Trooper, Trainee.

ALEA Trooper, Trainee is the entry-level law enforcement classification within ALEA. Positions are located throughout the state, so applicants must be willing to relocate. Applicants' preferences for assignments will be considered, but final decisions will be made based on regional needs and manpower levels.

Employees in this classification are trainees who complete required courses of training approved by the Alabama Peace Officers and Standards Training Commission (APOSTC) as well as specialized ALEA job assignment training (e.g., highway patrol, marine patrol, capitol police). After successfully completing the required training programs, incumbents become eligible for promotion to the ALEA Trooper classification.

Employees in this class learn, among other things, the expected standards of conduct required of a State police officer; State criminal laws; proper methods required to identify and suppress actual or suspected criminal activity; proper operation of State-issued law enforcement equipment; arrest and suspect apprehension techniques to include hand-to-hand combat; investigation practices; testifying methods; and acceptable ALEA report/form completion standards. Work at this level is distinguished from that of higher level classifications in that incumbents function in a trainee capacity. Work is performed under close supervision by a training officer or higher ranking law enforcement official following established standards and guidelines.

III. THE EXAMINATION

The examination for this classification is a written, multiple-choice exam. The exam is designed to measure specific knowledges and abilities. The test is divided into five sections with each section measuring a different knowledge or ability. For each item, applicants are presented with a test question and four possible responses to that question. Applicants

then select the BEST possible response to each item. There will be approximately 100 items on the exam, and you will have 3 hours to respond to all of the items.

IV. HOW THE WRITTEN EXAMINATION WAS DEVELOPED

A study of the ALEA Trooper, Trainee classification was conducted prior to developing the examination. Law enforcement officers knowledgeable about the job of ALEA Trooper, Trainee participated in this study. The study showed that the following knowledges, skills, and abilities (KSAs) are associated with the ALEA Trooper, Trainee job duties. These KSAs are both important and needed on the first day of work before training. The KSAs in bold print below are being measured by the written exam.

Knowledges

- K15 Knowledge of the English language to include grammar, spelling, word usage, and punctuation as needed to pass training courses in order to communicate effectively orally and in writing, talk to suspects or members of the general public, compose documents, complete departmental forms, write statements, and compile reports.**
- K16 Knowledge of basic math such as addition, subtraction, multiplication, and division as needed to pass training courses in order to calculate work hours, overtime time, per diem, and travel.**
- K27 Knowledge of mobile data terminals (MDT)/computers to include related programs (e.g., e-crash, e-citation, advance), word processing, Excel, and Internet usage as needed to pass training courses in order to perform daily activities and compile reports.

Abilities

- A01 Ability to read and comprehend written information to include identifying relevant information, understanding information, and applying information to performance of job duties as needed to obtain required certifications and pass training courses in order to complete work assignments; remain in compliance with policies; respond to emails; and perform job duties.**
- A02 Ability to write legibly as needed to pass training courses in order to write citations, reports, etc., when necessary.
- A03 Ability to communicate in writing such as narrative reports, letters, and memoranda to include using appropriate spelling and grammar, adjusting communication to the appropriate level (i.e., formal, informal), documenting crime/crash scenes accurately and completely, and providing appropriate level of detail as needed to pass training courses in order to document information; compose documents; communicate with supervisors and coworkers; and prepare to testify in court.

- A04 Ability to analyze situations to include determining potential dangers or threats and evaluating the need for further investigation as needed to obtain required certifications and pass training courses in order to ensure safety of self and others and enforce state law.
- A05 Ability to remain calm in stressful situations to include maintaining appropriate demeanor in emergency and volatile situations as needed to pass training courses in order to maintain self-discipline and perform job duties.
- A06 Ability to effectively manage time to include prioritizing, delegating, setting goals, handling multiple responsibilities simultaneously, working with numerous interruptions, and compiling timelines as needed to pass training courses in order to perform job duties and accomplish goals.
- A07 Ability to work independently to include motivating oneself, remaining focused, being goal-oriented, and consistently working alone as needed to pass training courses in order to perform job duties and accomplish goals.
- A08 Ability to communicate orally in one-on-one situations with co-workers, supervisors, state officials, law enforcement, military personnel, and the general public to include identifying relevant information, organizing information, adjusting communication to the appropriate level, speaking clearly and articulately, and fielding questions as needed to pass training courses in order to provide information, exchange information, provide directions, and answer questions.
- A09 Ability to make logical connections between information from a variety of sources to include recognizing related information, researching inconsistent information, and reconciling information as needed to pass training courses in order to perform job duties and accomplish goals.
- A10 Ability to memorize information such as policies, procedures, and pertinent information consistent with accepted professional law enforcement standards as needed to pass training courses in order to ensure proper performance of job duties.
- A11 Ability to maintain confidentiality of information to include recognizing confidential information (i.e., juvenile names) and related policy as needed to pass training courses in order to remain in compliance with policy.
- A12 Ability to establish and maintain effective working relationships with co-workers and supervisors to include building relationships, exchanging information, cooperating and coordinating efforts, avoiding duplication of effort, and accepting positive feedback and constructive criticism as needed to pass training courses in order to perform job duties and accomplish goals.

- A13 Ability to perform multiple tasks simultaneously to include remaining focused and avoiding errors while participating in job simulations as needed to obtain required certifications and pass training courses in order to perform job duties and accomplish goals.
- A14 Ability to recognize violations and potential violations of state and federal laws to include criminal laws, traffic laws, and boating safety laws as needed to pass training courses in order to enforce laws and apprehend violators.
- A15 Ability to maintain appropriate, professional appearance to include grooming, personal hygiene, and uniform/clothing as needed to pass training courses in order to present a professional appearance to the public and coworkers.
- A16 Ability to make effective decisions to include gathering information, identifying relevant information, evaluating alternatives, and using appropriate judgment under a variety of conditions and time constraints as needed to pass training courses in order to efficiently perform job duties.**
- A17 Ability to facilitate conflict resolution to include identifying conflicts, mediating between individuals involved, and encouraging communication as needed to pass training courses in order to encourage a peaceful resolution; resolve conflicts, disagreements, and/or disputes; and accomplish goals.
- A19 Ability to operate cameras such as video camera in vehicle, vessel, or on-person and 35-millimeter cameras as needed to pass training courses in order to clearly photograph and document crime scene, crash scenes, traffic stops, and interactions with the general public and to collect and preserve evidence.
- A20 Ability to evaluate the behavior and body language of individuals to include stance, posture, feet placement, eye contact vs. looking around, and movement as needed to pass training courses in order to predict motives or intentions and to detect discrepancies between word and behavior.
- A21 Ability to be prompt and punctual to include being mindful of work schedule, training, and other obligations and meeting all time deadlines as needed to be conscientious in the performance of duties and maintain professionalism.
- A22 Ability to proofread paperwork to include identifying relevant information, ensuring grammatical and spelling accuracy, and ensuring information is accurate and consistent as needed to pass training courses in order to document information and to identify errors.
- A23 Ability to arrange information into a logical order such as chronologically to include gathering information, identifying relevant information, and organizing information as needed to pass training courses in order to properly document incidents and information.**

- A24 Ability to operate boatlift to include dry docking boat and launching boat daily/weekly as needed to pass training courses in order to secure and protect police equipment and equipment and perform routine patrol duties.

Physical Abilities

- PA01 Ability to exert maximum force to lift, push, pull, carry, or throw an object and propel oneself as needed to obtain required certifications and pass training courses in order to push cars from the roadway, pull or carry someone to safety, lift a tire, clear the roadway, ensure loads are secure, and look for contraband
- PA02 Ability to run distances as needed to obtain required qualifications and pass training courses in order to pursue subjects or violators and/or render aid.
- PA03 Ability to coordinate two or more limbs while sitting, standing, lying down, or swimming as needed to obtain required qualifications and pass training courses in order to ensure safety of self and others, perform job duties, and push or pull.
- PA04 Ability to see details at close range or at a distance in varying levels of light as needed to pass training courses in order to observe surroundings, detect violations and criminal activity, get a description of suspects and vehicles/vessels, and perform administrative duties.
- PA05 Ability to hear and detect sounds as needed to pass training courses in order to determine the direction from which a sound originates, detect criminal activity through audible sounds (e.g., glass breaking, screams, alarms, gunshots), and communicate with workers, suspects, witnesses, and the public
- PA06 Ability to exert force continuously over time (involving endurance and resistance to fatigue) as needed to obtain required qualifications and pass training courses in order run, swim, restrain subjects, and make arrests.
- PA07 Ability to exert yourself physically over long periods of time as needed to pass training courses in order to pursue subjects and engage in physical altercations.
- PA08 Ability to keep or regain your body balance or stay upright when in an unstable position as needed to pass training courses in order to engage in physical altercations and pursue subjects.

Again, the examination for ALEA Trooper, Trainee will measure the KSAs above that appear in **bold print**. Because no previous experience or training is necessary to qualify for ALEA Trooper, Trainee, you will notice the KSAs are not technical or law enforcement related. The remaining KSAs must be demonstrated during the probationary period if you are hired as an ALEA Trooper, Trainee.

V. WHAT TO DO BEFORE YOU COME TO TAKE THE EXAMINATION

Here are some suggestions for what to do before the exam and for getting to the test site on time and with the proper things that you will need to take the test.

1. **Be well rested.** Get a good night's sleep for several nights in a row before the written examination.
2. **Get there early.** Allow plenty of time to get to the examination site. If you are rushed and late, you will be upset when you get there. Plan to get there with plenty of time before the examination begins.
3. **Do not bring this booklet or any study materials with you to the exam location.** You should not bring this study guide, your notes, manuals, and any other study materials that you may have used to prepare for the examination into the testing facility. All test materials needed for the examination will be provided.
4. **Do not bring cell phones to the testing site.** Cell phones are **NOT** permitted in the testing room. You should secure your cell phone in your vehicle or leave it at home.
5. **Dress comfortably.** You should dress casually; you will not see any potential employers or employees of ALEA. Only test monitors will be at the examination. The total time provided for completion of this exam will be three hours. You may leave the test site if you finish before three hours have passed.
6. **You should read and study this booklet.** You should read this booklet thoroughly to ensure you understand the process and what to expect. Also, practice the kinds of things that this booklet suggests that you practice.
7. **You must bring the test scheduling card/letter that you received from the State of Alabama Personnel Department.** This card/letter lists the examination title, location of exam, date, day, and time of examination.
8. **You must also bring picture identification to the exam location.** This identification may be a valid driver license, a military identification card, or a passport. You only need one valid form of identification. Photocopies of identification will not be accepted.
9. **You must bring two sharpened #2 lead pencils.** In addition to pencils, you may also want to bring a highlighter and a calculator. Small solar-powered or battery-operated calculators that perform basic functions such as addition, subtraction, multiplication, division, square roots, or percentages are allowed. Calculators that plug-in, utilize tape, or have word processing, spelling, thesauruses, or other storage and retrieval capabilities (except basic memory functions) are not allowed. ***Calculators that are a feature on a cell phone are not permitted.*** Calculators are subject to inspection by exam monitors. Applicants may not borrow or share calculators at the exam site.

TEST TAKING TIPS

- ✓ **Listen** to the test monitors and follow their instructions carefully.
- ✓ If you are not sure of an answer, **go with your first choice**.
- ✓ Work through the test **without spending too much time on any one item**.
- ✓ If you cannot decide on the best answer to a question, **skip it and go back to it later**.
- ✓ Use your watch or the clock in the room to **keep track of your time** during the test.
- ✓ It is to your advantage to **answer as many questions as possible**, even if you must guess.
- ✓ **Mark your answers on the answer sheet and NOT in the test booklet**. You may write in the test booklet, but only answers clearly marked on the answer sheet can be given credit.
- ✓ If you have a question at any time before or during the exam, **ask the monitor for assistance**. Please note that test monitors can answer questions concerning exam administration issues only. They **will not** be able to interpret or clarify exam questions.

VI. HOW TO PREPARE USING THIS GUIDE

The sample questions contained in the guide are a representation of items that will be on the actual examination. Familiarize yourself with the sample questions to understand the types of items included on the test and the level of difficulty of the items. You should read the instructions and answer each question carefully. Like the examination questions (all of which are multiple-choice), the sample items are presented in the following categories:

Section I. Logical Ordering of Information

Section II. English and Proofreading

Section III. Mathematics

Section IV. Reading Comprehension

Section V. Decision Making

The sample items are representative of each type of question that will appear on the exam. All questions will be multiple-choice.

In addition, please review the General Instructions to Candidates Taking Written Examinations provided at the exam site on the day of the test.

VII. BANDED SCORING

When the written exam for ALEA Trooper, Trainee is graded, the scores will be grouped into bands. When you receive notification of how you performed on the exam, you will not be given a numerical score (i.e., 67 out of 80, 93 out of 100). Rather, you will be informed into which band (i.e., 1, 3, 6, 10) your score fell. The following information is provided to help you understand the banding procedure.

What is banding?

Banding is one way to reduce the impact of fluctuations in test scores that do not provide meaningful information about differences in the ability to perform the job. One important purpose of testing is to identify the differences in test scores that reflect real differences among candidates. Banded scoring is a statistical procedure for grouping raw test scores that statistically are not meaningfully different from one another. In banded scoring, bands are set objectively and statistically. They are not manipulated arbitrarily.

Misconceptions about banding.

There are many misconceptions about banding and the use of banded scores. Some of the most common misconceptions are listed below. Each misconception is followed by a clarification.

Misconception: *Each band should have the same number of people.*

Bands are not forced to be a certain size. The people in a band are similar to each other in that statistically there is no meaningful difference in their scores. Sometimes Band 1 may be very large, and at other times it may be small. Scores on the exam determine the size of the bands.

Misconception: *Band numbers have no meaning. I don't have a score.*

Band numbers do have meaning. Think of a band as a group of tied scores. Consider that in school two students with average grades of 94.5 and 94.3 would both be grouped into the same band. Just because one student made a 94.5 and one student made a 94.3, the teacher cannot be sure that 0.2 of a point means that the student who scored 94.5 is smarter or is a better student. The scores are so close to each other that they are basically the same.

For example, think of the achievement tests that children take in school. The fine print on these tests always informs you not to focus on the numerical score but rather on the comparative score, which uses some type of grouping technique such as percentiles, standard deviations, grade levels, etc. These grouping techniques are considered forms of banding. Banding compares your performance on the test to the other test takers' performance and groups your score with others that are statistically the same.

Misconception: Band numbers are the same as letter grades.

Band numbers are not the same as letter grades. Band 1 does not equate to an “A,” Band 2 to a “B,” and so on. In school, a predetermined numerical range of scores (i.e., 90-100, 80-90, 70-80) equals an alphabetical value (i.e., A, B, C). This grading system is a form of banding. In this case, unlike grade school, the width of bands is not set in advance. Scores are banded only in relation to one another, so you compete against other test takers. The scores of all test takers determine the width of the bands, and your score is set in relation to the scores of your peers.

Misconception: A banded score on one test has the same value as a banded score on another test.

Banded scores are test-specific and cannot be compared from test to test. Consider that a test taker scored 88 on one test, and the highest score of all test takers was 89. It is likely for this exam that the test taker who scored 88 would be in Band 1. However, if the same person scored the same grade on another test, and the highest score of all test takers was 100, the person may be in Band 2 or Band 3. Candidates’ scores vary on each test, and since candidate scores determine the width of bands and into which band test takers fall, the value of a banded score varies from test to test.

Misconception: People with the most seniority who have been on the job longest should be in the top bands.

People with the most experience do not always fall into the top bands. Time spent in a job may not be the same as possessing a knowledge, skill, or ability needed to perform the job. The people with the strongest knowledges, skills, and abilities (or who did best on the exam) will be in the top bands. Some of the people in the top bands will have been in similar jobs for a long period of time, and others will have been in similar jobs for a short period of time. Years of service do not always equal proficiency. Candidates with seniority or experience do not automatically perform best on the test. Regardless of seniority, candidates who display the appropriate knowledges, skills, and abilities perform best on the test.

Misconception: A standing in Band 4 or below automatically indicates failure or ineligibility for jobs.

A band number of 4 or lower is not automatically equated with failure. For one test, there may only be 4 bands, and for another test, there may be 14 bands. So, your success on the test based on your position in a band varies from test to test. Your standing in a band does not indicate whether or not you pass or fail the test. The true test of success in your employment opportunities is whether or not you can be certified and considered for a job vacancy.

Misconception: Banding replaced the “Rule of 10.”

Banding did not replace the “Rule of 10.” The “Rule of 10” determines the number of bands to be certified. In the past, tied scores referred to an actual numerical score (e.g., two candidates with a score of 98.98 were considered tied) while now all of the scores within a band are considered tied.

Misconception: People in a band do not differ.

When several people are placed in the same band, it does not mean that those people do not differ at all. Instead, it means that their scores on the exam do not differ enough to be separate scores.

VIII. GENERAL QUESTIONS

Are there any vacancies for the ALEA Trooper, Trainee?

ALEA intends to hire several ALEA Trooper, Trainees. State Personnel is responsible for testing and placing applicants on the employment register for ALEA Trooper, Trainee. After you are placed on the register and you receive your scorecard in the mail, ALEA takes over the hiring process. You will be notified by ALEA when they begin the additional hiring steps.

How are vacancies filled for the ALEA Trooper, Trainee?

When ALEA is ready to begin the hiring process for ALEA Trooper, Trainee, ALEA Personnel will contact State Personnel and we will certify out the names of the applicants who scored the highest on the written exam. These applicants will then be contacted by ALEA in order to begin the steps to be selected for ALEA Trooper, Trainee. The names of applicants not selected initially stay on the register to be considered for future jobs. Persons are usually hired at the minimum of the pay range.

The hiring process for ALEA Trooper, Trainee is very extensive. It includes several additional steps after the written exam, such as a physical agility/ability test, drug test, eye exam, fingerprinting, background check, medical exam, psychological exam, and so on. ALEA is responsible for scheduling and administering all of these tests.

What is a register?

A register is a list of all individuals who have successfully completed the selection procedure for a State Merit System job. The register is a complete list of individuals who are eligible for employment in a certain job classification.

Test Results

Approximately four to six weeks after completing the exam, you will receive a Notice of Examination Results postcard in the mail. This postcard will identify your score, or band placement, for the written exam. If you have not received your score within six weeks, you should call the State Personnel Department.

In addition to your Band placement, you may also obtain your standing, or rank on the register, online at www.personnel.alabama.gov. From the home page, you should click on “My Profile” and follow the instructions. For security purposes, you must now create an online profile in order to access your standing.

How long will I remain eligible for appointment?

If you pass the examination, your name will remain on the employment register for two years. You will be notified by mail when to reapply.

Reasonable Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact the State Personnel Department at (334) 242-3389.

Rescheduling a Written Examination

The written examination for ALEA Trooper, Trainee is tentatively scheduled for Saturday, October 24, 2015. We anticipate that we will receive more applications than our statewide test capacity can accommodate. Applicants will automatically be scheduled for Saturday testing until all test centers are filled to capacity. Once all test centers are filled to capacity, applicants who apply will be notified that they were not scheduled for Saturday testing, along with further instructions. These applicants will need to call State Personnel at the number provided on the postcard and schedule themselves for an alternate testing day and time the following week. We will be testing the following week, from Monday, October 26, 2015, through Friday, October 30, 2015, with two sessions per day. Again, you only need to call and schedule yourself if you receive the postcard informing you that you were not scheduled for Saturday testing.

Scheduling applicants to the specific test site locations is also done based on the order applications are received. On the back of the application, applicants are asked to indicate their preferences for test center locations throughout the state. Applicants will be assigned to testing locations in the order the applications are received at State Personnel. So, if you don't get scheduled for the location that was your first selection, that means other applicants who also indicated that location was their first choice submitted an application before you did and that your first priority testing location is full. At that time, we will attempt to assign you to your second choice location, and so on.

In addition to the applicants who call and schedule themselves to test between Monday, October 26, 2015, through Friday, October 30, 2015, we will also take walk-ins. Priority will be given to the applicants who are scheduled; walk-ins will only be admitted to the test site if there is availability after scheduled applicants are checked in. (All walk-ins must already have an application on file submitted during the recruitment period.)

If you are scheduled for the Saturday test and have a conflict, you may call and schedule yourself to test the following week. You will not receive a postcard in the mail notifying you to schedule yourself because these cards will only be sent to applicants who are not scheduled for the Saturday test.

Under normal circumstances, no make-up exams will be administered. If you have a testing conflict, you should contact State Personnel as soon as possible. Requests for make-ups will be considered on a case-by-case basis.

Administrative Questions

If you have any administrative questions or concerns about the exam or questions about any of the information presented in this booklet, you should contact the State Personnel Department. Exam administrators are not allowed to provide specific information about the content of the exam.

IX. SAMPLE TEST QUESTIONS

Section I. Logical Ordering of Information

Sample Question:

ALEA Troopers are responsible for responding to vessel accidents throughout the state. The following steps are followed when arriving at the scene of an accident. (These steps are **NOT** listed in the correct order.)

- 1) Investigate the accident according to Department procedures.
- 2) Give assistance to the injured.
- 3) Upon arrival at the accident scene, position the patrol boat in a manner which will provide safety for you and others.
- 4) Maintain control of spectators and bystanders at the accident scene.
- 5) Complete the accident report in black ink and turn in to the Post within three (3) days.

The most logical order for the above steps is:

- A. 1, 3, 2, 4, 5
- B. 3, 2, 4, 1, 5
- C. 1, 5, 3, 2, 4
- D. 3, 2, 4, 5, 1

Answer: B

Section II. English and Proofreading

Sample Question:

For the following question, review the four sentences. Then, decide which of the four sentences is organized in the most logical manner and/or contains no errors in English grammar, spelling, or punctuation.

- A. The revised sexual harrassment policy will be distributed by the end of the week.
- B. At the end of the weak, we will distribute the revised sexual harassment policy.
- C. The revised sexual harassment policy at the end of the week will be distributed.
- D. The revised sexual harassment policy will be distributed by the end of the week.

Answer: D

Section III. Mathematics

Sample Question:

For the following question, assume that you are an ALEA Trooper. As an ALEA Trooper, you are responsible for accounting for your time.

You are dispatched to a traffic crash on the interstate. You spend 0.9 hours interviewing victims and witnesses. You spend 0.6 hours examining the scene of the accident. You spend 0.2 hours completing the necessary paperwork. What is the total time you spend on this call?

- A. 0.17 hours
- B. 0.6 hours
- C. 1.1 hours
- D. 1.7 hours

Answer: D

Section IV. Reading Comprehension

Sample Question:

Reading Passage: Arrest Procedures

Every person must be informed of the reason for his or her arrest, unless he or she is arrested in the actual commission of a crime or after a chase immediately following the commission of the crime. Whenever an officer is permitted to make an arrest, he or she is permitted to use sufficient force to affect it. Brutal methods, however, are not approved by courts.

Refer to the reading passage above to answer the following question.

According to the above passage, while making an arrest, an officer _____.

- A. may not use force unless he or she catches a person in the act of committing a crime
- B. must always explain the reason for the arrest
- C. may use brutal force if the person tries to escape after being informed of the reason for his or her arrest
- D. is not required to explain the arrest when the reason for it is clearly evident from the circumstances

Answer: D

Section V. Decision Making

Sample Question:

Read the following facts, and then answer the question.

Pat Johnson owns a gun.

Renee Taylor lives in Salem Oaks Subdivision.

Chris Green is Pat Johnson's next door neighbor.

Chris Green works for the Safeway Construction Company.

Everybody in Salem Oaks Subdivision owns at least one gun.

Based on the above facts, which conclusion is definitely false?

- A. Chris Green lives in Salem Oaks subdivision.
- B. Chris Green is unemployed because of a back injury.
- C. Renee Taylor's next door neighbor owns at least one gun.
- D. Renee Taylor works for the Safeway Construction Company.

Answer: B

X. CONTACT INFORMATION

State Personnel is responsible for the application process and the written exam process. If you have questions about your application, being scheduled for the written exam, or your written exam results, you should contact State Personnel at (334)242-3389. If you are notified that you were not scheduled for the Saturday test date, you should contact State Personnel at the number listed on the postcard you receive in the mail.

ALEA is responsible for the entire hiring process that begins after the written examination. If you have questions about the physical agility/ability, subsequent hiring steps (e.g., medical exam, psychological exam, drug test, eye exam, background investigation), a timeline for hiring, etc., you should contact ALEA Personnel at (334)242-4263.